



Town of Northborough Planning Board

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Approved 1-2-06

Planning Board Meeting Minutes December 5, 2006

Members Present: Rick Leif, Don Hewey, Bob Rosenberg, George Pember

Others Present: Kathy Joubert, Town Planner; Judi Barrett, Community Opportunities Group; Fran Bakstran, Board of Selectmen; Bill Farnsworth, Inspector of Buildings/Zoning Enforcement Office; Dick Kane, Millard Berryman, Telford Knepper

Chairman Leif opened the meeting at 7:00 pm.

Approval of Minutes

Mr. Rosenberg moved to approve the minutes of November 21, 2006 as amended. Mr. Pember seconded the motion and the vote was unanimous.

Discussion with Judi Barrett RE: Comprehensive Zoning Reorganization

Proposed changes to the Zoning Bylaw by the Comprehensive Zoning Reorganization Subcommittee were presented to the Planning Board.

Rick Leif

- Subcommittee has been concentrating on existing Business District A (BA), Business District B (BB) and Industrial District B (IB)
- BA – will remain as is but with proposal to change boundaries
- BB – will be separated into BB East and BB West
- Requirements in BB East and BB West may be different due to nature of lots and what surrounds them
- IB – will not longer be an “IB” district – will be a neighborhood transitional district
- No significant changes in Residential districts
- Changes going on in background - design review, site plan approval and formatting
- Wants to make sure everything that changes is eventually reviewed by Planning Board
- Concentrating on business tonight and IB to transitional
- Will have to review residential, site plan and design review
- Wants everyone on Board to be aware of what’s going on before Town Meeting
- Committee has finished with BA in detail
- Board should feel free to comment on other zones and bring back to subcommittee next Monday
- If Board agrees with what Subcommittee wants to do, then changes will be incorporated

- If not, will have to come back to Planning Board for final review after Subcommittee makes revisions
- If we run out of time, may have to cut back on some issues in order to do justice at Town Meeting
- May do at a Special Town Meeting, if called, or at 2008 Town Meeting
- Members must express opinion and make comments tonight

The discussion was put on hold while Mr. Litchfield addressed Stirrup Brook Estates and Winn Terrace issues.

Stirrup Brook

Fred Litchfield, Town Engineer, explained the original subdivision plan was approved, recorded and then at a later time, amendments to the right of way had been reviewed and approved by the Planning Board.

The Board reviewed the amended plan and stated they will sign it when they receive a revised version from which the word “Proposed” has been removed.

The plan will be revised and signed at the December 19th Planning Board meeting.

Bond Estimate – Winn Terrace

Mr. Litchfield explained he has reviewed the Winn Terrace subdivision and established a bond amount of \$25,000 as requested by the developer, Bob Moss, of Moss Development. He broke down the calculations for the bond as follows:

Sidewalk, seeding & street trees	\$ 2,500
Final paving	\$ 8,000
Miscellaneous cleanup and adjustments	\$ 2,500
Final drawings, bounds & engineering	<u>\$12,000</u>
	\$25,000

Mr. Litchfield stated the developer is responsible for the subdivision through the end of the project, including any necessary repairs to curbing, sidewalks or re-seeding.

Mr. Hewey moved to approve the bond amount of \$25,000 for Winn Terrace. Mr. Pember seconded the motion and the vote was unanimous.

Winn Terrace Lot Releases: The Board signed lot releases for five of the lots of the Winn Terrace subdivision.

Continued: Discussion with Judi Barrett RE: Comprehensive Zoning Reorganization

Ms. Barrett presented a slide show which included aerial views of the downtown area (BA), the proposed BB East, BB West and Neighborhood Transitional district (IB).

Rick Leif, continued

- Talked about Floor Area Ratio (FAR) of business zones in relation to density and dimensional regulations
- Talked about size of any individual business in different zones

Judi Barrett - Overview

- Redrafted all of Section 7-12
- Focal issue is BA, BB and IB and relationship to downtown area
- For every one of the areas analysis was done prior to each sub meeting
- Looked at existing land use
 - what's there today
 - what does it look like
 - what's been built
 - how do resource areas in the vicinity relate to what's there
- Looked at existing zoning district boundaries and overlay districts
 - Are there resource implications for changing uses?
- Groundwater Protection Overlay discussion
 - Some overlay areas don't agree with what DEP considers protected resources
 - A conflict created by zoning
- Stepping off place is from Community Development Plan
- Looked at housing and economic development, but not land use
- Proposals and suggestions differ some what because land use analysis done
- BA – core is pretty much strip design
- Tried to make zoning boundaries transparent
- Have a relatively dense core in BA
- Leg of BA quite different – low density, spread out
- IB evolving and becoming residential
- How do we write these regulations?
- Older core – write to it's identity and treat surrounding downtown separately
- Proposal is to let core be distinctive – shrink it
- Recognize IB is really evolving to something quite residential
- Treat around core as transitional – distinctive from General Residential (GR) that surrounds it
- Lots of split lots – suggesting to get rid of these where it makes sense
- Follow parcel lines where it makes sense to do so
- Most westerly part of BA is at Westbrook Road and Coleman House
- Dimensional regulations are pretty consistent with draft chart
- New FAR – a zoning tool for regulating total amount of building allowed on lot
- Controls overall use intensity
- Within BA current allows a lot of uses that appear in revision but are in different words
- Obsolete language reworded
- Uses that show up in all districts – suggested to have section at the beginning that you have uses that apply to all districts
- Streamline and condense to make more efficient

Draft of BA

- Retail, cultural and mixed use development makes sense in two forms
 - Residence with business – both principal uses
 - Some home occupations – business secondary to residential

- Craft shop/custom shop – goods created and sold on the premises – example: local artist with retail store
- Restaurant use – requires special permit right now
- Need eating establishments for a vital downtown
- Talked about allowing some restaurant uses by right
- Instead of size, look at difference in impact of those that serve alcohol and those that don't
- Standard is with or without alcohol
- No free-standing ATMs
- Trying to build environment where people walk – not just stay in car
- Multi-family – up to 8 units by right, over 8 by special permit
- Traditional downtowns active at night
- Small downtowns always a mixed-use until residential zoned out
- Think about residential in the mix
- Part of intent is to encourage a form – not just uses and dimensional regulations
- Residential not in BA now
- Area where you would want to have more intensity of use - buildings closer together
- Residential has dimensional regulations that don't fit in business zone.
- Multi – family zoned more like business and fits in better
- If housing allowed with commercial space, you are basically saying you want vertical building.
- Residential only on upper floors and business on bottom floor
- If all housing units out of downtown, not good for senior citizens, disabled and many people who need to be close to services

Draft of Neighborhood Transition District

- Currently IB – area west of core of BA and further up on Hudson Street
- Would allow wide variety of residential use
- Density is transitional from small lots in core
- Lot area is 10,000 square feet
- Picks up physical energy in district coming in - coming out a way to decelerate
- Single-family homes, duplexes and multi-family homes by right up to 4 units
- A way to effect a transition in and out of downtown and contribute to distinctiveness
- Limited business use
- Shops for custom work
- Art galleries
- Limited retail by special permit – some by right in core become by special permit
- Provision for cottage unit – essentially is the concept of a little house
 - By special permit someone could build a cottage
 - People always say all they're getting is big houses
 - Have to look at minimum lot size
 - Communities have tear-down problems – tear down small and put on as much as possible on the lot
 - Create small houses and keep them small
 - Limits size of use
 - Very residential
- Limited business – by right, by special permit if limited impact on neighborhood
- Boarding house: an owner-occupied dwelling with up to 3 rental units

Kathy Joubert

1. Boarding house, example: an older person living alone in older home with no family but wants to stay in the home and rent out rooms to college students, etc.
2. Is going on now – whether permitted properly is another story
3. Certainly have people renting out rooms

Judi Barrett

- If zoning requires it, it will be owner occupied
- It isn't an issue unless it's bothering someone
- If there's no problem and nobody calls to complain, who cares?

Kathy Joubert

- If homeowner dies and problems start, the building inspector gets notification and has ability to enforce zoning.

Rick Leif

- Felt comfortable with owner occupancy
- Possibility ownership could turn over
- Seemed appropriate for this area and opened up another housing choice
- Could be near center of town and occupant could use services
- For people who can't afford \$800,000 homes
- Already have use in zoning
- Nothing here that's inconsistent with current zoning except a tougher definition

George Pember

- Former Laurence Candle Factory site zoned IB
- A condo project sited there right now – will take whole parcel
- Also Dunia Gardens on Hudson Street
- Not really connected
- If project didn't go forward, what would happen?

Judi Barrett

- Suggested both parcels be zoned General Residential (GR)
- Already blessed level of development and density

Rick Leif

- Can redesign under Neighborhood Traditional District

George Pember

- Whitney Street – 3 single family homes and driveway into complex
- Across the street new duplex and multi-family

Judi Barrett

- From planner's point of view, not inconsistent to keep district boundaries intact

Bob Rosenberg

- Not comfortable with transitional district

- GR parcels surrounded by IB parcels
- Not that dynamic an area that's residential
- Either GR or IB and let transitional become on the other side of Cold Harbor Brook

George Pember

- Think GR appropriate for that stretch

Don Hewey

- Agree with George and Bob
- Makes sense
- Overlay remains if someone wants to develop it
- GR would have a different focus

Bob Rosenberg

- Proposed district line – stretch of Main Street on North side by proposed GR
- Why is it remaining GR instead of Neighborhood Transitional District?
- Concern is tear downs with Transitional District
- All well-maintained buildings on Main Street – example: Ian Gow's house

Judi Barrett

- Make it a multi-family
- Have demolition delay?

Bill Farnsworth

- Demolition delay only if structure is 100 years old and those concerned inform Board of Selectmen within 10 days of demolition permit application

Kathy Joubert

- Need to get back to Subcommittee and look at area between Town Hall and the cycle shop
- Incorporate into Neighborhood Transitional Zone

George Pember

- Don't want to do anything with rezoning that encourages tear-downs

Kathy Joubert

- Need to use existing housing and zone that way – otherwise tear-downs happen

George Pember

- In transitional district up to 4 units per dwelling
- Could build a 4-unit place in Mrs. Erwin's house – but no zoning for it

Judi Barrett

- Needs to be more options for keeping houses

George Pember

- Greater threat is they'll build a complex

Judi Barrett

- When ability to convert to multi-family, much more likely to see it saved

Kathy Joubert

- Sometimes owners make decision to demolish an older house, can be expensive to bring up to code
- If cost effective by allowing zoning, will use existing building
- Use design standards and site plan review
- Can be a lot more incorporated into site plan

Judi Barrett

- Concern is valid
- Issue is no ability to do anything other than single-family home
- Cheaper to tear down and start over
- Create ability for structure to evolve to keep it

All members agreed

Kathy Joubert

- Will talk about Laurence Candle Factory on Whitney Street and Library to cycle shop

Don Hewey

- Regarding BA – talked about allowing multi-family by right up to 8 units

Kathy Joubert

- Talking about Dunia Gardens
- Want to see that Residential C, 20,000 square feet?

George Pember

- Almost across from old Basketville site
- Basketville done by variance
- Four units owned by Arthur Butt done by special permits

Bill Farnsworth

- There are duplexes across the street

George Pember

- The transitional district would make sense along Hudson Street

Draft of BB East

Judi Barrett

- Put all public land into public land district for a number of reasons
- Parcels shown are currently in BB area along the road – some only a little bit
- To get out of split lot situation, follow parcel lines for revisions to geography of zone
- Not too far from downtown
- Creates zoning challenge
- Scale small for business district
- A little of transitional feel to buildings in the area

- Businesses are fairly small
- A little mixed use
- Want downtown to be special
- Proposal is to separate into two zones already very different
- Differentiate business uses
- In terms of use mix and dimensional controls – a number are the same as in BA
- Limited use business
- Farm business
- Retail allowed – a little bigger building – hasn't presented to Subcommittee yet
- Restaurant/Sandwich shop – keep separate, are different uses – definitions different
- Could have seating, take-out, but no drive-thrus

Bill Farnsworth

- Concern with terminology of sandwich shop or deli

Judi Barrett

- Different uses with different impacts and parking requirements
- Recommend two separate uses
- Maybe you don't want to have both uses in every district.
- Without two definitions you can't regulate both.
- Could call it a limited-service restaurant
- Not the same use as a restaurant that is requisite sit-down

Rick Leif

- Discuss all of zone to see if wanted to differentiate in some zones
- If so, important to have two definitions

Judi Barrett

- Still need two separate uses for parking
- Repair shop – not auto repair shop – shop to fix bikes, lawn mowers, etc.
- Cleaners fall under personal services
- Will list cleaners in personal services area

BB East - By special permit

- Multi-family up to 12 units- trying to give some distinction to the two zones
- Horizontal mix
- Retail – up to 50,000 by special permit
- Restaurant with alcohol
- Funeral homes
- Gas station
- Commercial amusement facilities – cinema
- Get rid of split lots wherever you can
- Mix of use similar to downtown
- Different in scale and how much multi-family
- Bigger difference is minimum lot size of 20,000 square feet
- Downtown minimum lot size is 4,000 square feet
- Breaking up land into larger increments so can't do as much

- Lot area and dimensional controls different

George Pember

- Everything south of East Main Street is now business zone
- Entire stretch on East Main Street - no business except East Main Auto
- Only 2 businesses that front East Main Street

Judi Barrett

- Some lots are split and partially in different zones

Bob Rosenberg

- South side of East Main Street becoming RC

Judi Barrett

- Maps represent a series of analysis
- Maps with ortho base – all land in parcels that are wholly or partially in the zone
- Expanding zoning only to lot lines of parcels partially in the district
- Land potentially effect by the zones
- Making residential parcels all residential and extending zoning line to the end of the parcel
- If there is a lot on map that is not BB, it shouldn't be there
- Would have happened because GIS program not perfect
- Could be lots aren't in BB that she thought were
- For every parcel that looked like they were partially in BB, Assessors database also said it was BB – no intent to put land in there that shouldn't be in there

Kathy Joubert

- Mark parcels that may be wrong and she will check them

George Pember

- Originally zoning extended 200 feet in each direction

Bob Rosenberg

- Also says 200 feet south of East Main Street – that's how they get included

Discussion on Square-footage

Don Hewey

- 25,000 feet excessive per individual business

Judi Barrett

- No caps on zoning right now
- This is an attempt to put regulations in where there are none.
- Most towns' idea of perfect business district is collection of little shops, etc.
- In one part of town that's great.
- If you want diverse economy in town, have to have ability to say there's a place for bigger stores
- No caps on zoning right now

- An attempt to put regs in where there are none
- Most towns idea of perfect business district is collection of little shops, etc
- In one part of town – great
- If you want to have a diverse economy in town, have to have ability to say there's a place for bigger stores.
- Some people can't go into a downtown and walk from one place to the next due to age or disability, etc.- not unusual
- Can go into one place, get what they need and go home
- Can't have everything little and cute
- Have to recognize different needs
- Can make a larger store look great in the right place with architectural treatment, design review, site plan review
- If it looks great, what difference does it make if it's big?

Kathy Joubert

- What's bad about that in a business district on Route 20?

Rick Leif

- 5000 to 15,000 square feet in downtown
- Will get disincentive in downtown and will go to district that allows 15,000 and up

George Pember

- Problem with Stop & Shop was the location
- Not true in BB East
- Route 20 designed to accommodate traffic

Kathy Joubert

- Allowed businesses would be smaller than Stop & Shop or a Super Wal-Mart

Rick Leif

- Something the size of Rocky's being allowed by right is a pretty good-sized store
- New CVS would be about 13,000 square feet
- We're saying twice the size of Rocky's is fine

Kathy Joubert

- What is the problem with that?
- If you say up to 15,000 square feet in downtown, but with special permit, but another district is allows by right the same thing, that's where they'll go
- Want to make these districts different from each other

Rick Leif

- If you allow a 15,000 square-foot building by right and anything more by special permit, anyone planning a 15,000 square-foot store won't consider it because they can put it in BB by right.
- Could get mix of businesses

Don Hewey

- Debating size – per individual retail establishment means size of business

Rick Leif

- Trying to give the Planning Board more discretion as things get bigger

Judi Barrett

- Planning Board has discretion over 25,000 square feet

George Pember

- We want to encourage business not discourage business

Rick Leif

- 15,000 square feet is a big store

Fran Bakstran

- Rocky's wouldn't survive alone – needs other businesses

Rick Leif

- In BB zone wants Planning Board to have discretion
- West side – opportunity for bigger footprints – 50,000 – 80,000 square feet

Fran Bakstran

- Question is how much are we discouraging businesses if we say in the East zone if you want to put a business bigger than Rocky's you have to have a special permit

Judi Barrett

- Talk to developers
- Could weigh past concerns with Stop & Shop with town's economic needs

Kathy Joubert

- On December 19th, should we have Mark Donahue and Tom Reardon attend the Planning Board meeting to discuss design of buildings and permitting of projects.
- She could ask them to come in to talk about scale issues and implications of that for marketing purposes

Rick Leif

- Will get more input from Mark and Tom at the Subcommittee meeting, but coming to Planning Board is helpful

Bob Rosenberg

- A lot can be done on 15,000 square feet
- Could lose 3 businesses to make the 4th one bigger
- District not so large that it can afford a 400 lb. Gorilla
- Comfortable with 15,000 square feet
- Concerned someone will take down businesses and build one similar to CVS
- Not there to participate with other businesses in the area
- Not sure 25,000 square feet by right proposal would be good in that area

Kathy Joubert

- Have to keep in mind right now anywhere in town in any business and industrial area – no caps, people can build whatever size building they want as long as it conforms to zoning regs.
- Right now the town is wide open – tomorrow we could have a 50,000 square foot store with nothing but a site plan review
- Do you want Tom and Mark to come to the Planning Board on December 19th?

George Pember

- Might be helpful
- Rick won't be at meeting

Rick Leif

- Tom and Mark – their comments are mixed between professional and community
- Colored by professional needs – my view more parochial

Kathy Joubert

- Tom and Mark are also residents of this community and offer invaluable insight into process. They have first hand knowledge of design, development, and permitting process.

Judi Barrett

- Want to make an informed decision
- Don't want to base this decision on what you went through with another project

Don Hewey

- Would like to get information on sizes of a lot of different establishments
- Want the differentiations but to what scale?

Kathy Joubert

- Will look for the information in this town and in other towns

Kathy Joubert

- 15,000 – 80,000 square feet – will be a mix of building size and establishments

Don Hewey

- Floor area is the whole thing – either whole floor or both stories

Judi Barrett

- Won't get them unless you have people to support them
- You can control the visual impact of a large building with appropriate design standards – site plan review – have constraints that make the design what you want
- Have constraints that make the design what you want

Bob Rosenberg

- Need the design and site plan review standards

Judi Barrett

- Want to get through these first

- As a matter of principle, some things you could mitigate with good design standards
- This is giving you more protection than you have now in your use and dimensional controls
- Even if you don't have site plan in place, you could still implement design standards

Bill Farnsworth

- If you overload them at Town Meeting, it will be voted down.

Judi Barrett

- Good businesses like design standards because they know someone won't building something crappy next to them.

Don Hewey

- Agrees it should be a package
- Would rather put some caps on
- Where does parking come in?
- What about gas stations?

Kathy Joubert

- Parking regulated under site plan

Judi Barrett

- Thought gas stations were allowed and that she was being consistent
- Have to have gas stations somewhere

Kathy Joubert

- Started to talk about it, but hadn't finished in subcommittee meeting
- Want to offer people the service

Rick Leif

- If not allowed in BA, BB East or BB West, and only allowed in Route 9, no incentive to build anywhere else so wouldn't get them out of the downtown
- A timing issue
- What's to prevent another one in BB West?
- The gas station issue still needs to be resolved.
- How do you control timing of how things happen?

Draft of BB West

- Looked at land uses of parcels in, or partially in, the zone
- Took out to parcel lines
- Have state-owned land – get out – should be in public land district
- Some homes – reassign them RC or applicable district
- Other kind of transition district – some kind of residential mix because there is none
- One big parcel – Bigelow's – is a split lot
- Think about it as a transitional area for commercial zone
- Could abut The Loop
- Use mix different than BB East
- Larger retail

- Horizontal mixed use development – not as residential as other zone
- Gas station could have a food mart – other side didn't – to make different
- Suggesting doubling lot area
- Land is really different
- Lots already bigger
- Makes sense to have bigger
- A lot of sensitive land
- Extensive corridor of wildlife land
- Would not want to encourage floor area ratio of 1.25
- In interest of managing and accommodating larger businesses, down-zone the area
- The open space percentage increased
- Larger footprint possibilities but lot area doubled - wouldn't want it to be too intensive
- Doubling lot area but not the frontage

Bob Rosenberg

- Transitional district business or residential - how classified?

Judi Barrett

- Could say it's commercial or say it's residential
- Predominantly residential – most uses allowed by right are residential
- Would footnote in the dimensional table to say what setback would be when transitional zone adjacent to RA, RB & RC

Bob Rosenberg

- This parcel (Bigelow's) problematic – if ever got used as a transitional use, would have to rezone the whole use

Judi Barrett

- Are situations where it is appropriate to split
- May be good idea to split – make it an exception

George Pember

- Bigelow parcel is primarily industrial
- If you put transitional zone in front of it, it will kill the back to develop for industrial uses

Bob Rosenberg

- Half Industrial and half BB?

Kathy Joubert

- Starts a thought process – have ability to plan
- What do we want to see with this project?
- Someday someone will do something with it
- Looking at residential or big retail
- May want to do a mix
- Maybe on a different scale but same as what's happening in Westborough – mix of uses

Judi Barrett

- If the Board would like – let that issue alone

- Say that portion of property currently in BB would be in BB West and can look at it later
- Can treat as a study area while she is around
- Look at it for next phase
- Leave Bigelow's as a split lot

Don Hewey

- Biggest developed parcel and biggest collection of buildings is Maney's
- If you add everything together it's 45,416 square feet

Rick Leif

- We have hardly any footprint on Route 9
- Route 20 doesn't correspond at all to Route 9
- I-290 doesn't help us
- With what gets developed at Route 9 and 20 with The Loop and whatever goes across from it, this could be the place where things like this could get built.
- Was willing to give ground if larger retail needs to get built
- Based on discussions, would still fight sizes in center and east, but appropriate place in town is BB West
- Traffic – would be more based on The Loop and Bigelow's could get bought
- This is chance to zone it the way it can be controlled – like open space
- Would be convenient for people to shop there
- In Community Development Plan – reviewed because it had less traffic and could create a village
- Taken aback by large big-box – but the more talked about, the more it made sense to have them here.
- In this area, fate will drive us towards what this proposal presents.
- Concerns with traffic – except for coming up Route 20 from Route 9
- Davis Street and Crawford Street are not good streets
- Once The Loop opens, Davis Street will be a cut through by Shrewsbury residents and also Crawford Street will be an issue.
- West Main Street will handle traffic.

Kathy Joubert

- Need to look at that internally
- Currently a subcommittee meets with Barry Brenner four times a year about traffic issues

Don Hewey

- Totaled up square-footage quickly because I was leaning to say I have no problems with these dimensions in this district
- BB West is opportunity to get more big scale in town and control it
- What changes will there be in dimensional regulations?

The Board reviewed the changes in dimensional regulations.

Judi Barrett

- Right now inviting parking lots in front of buildings.
- Height is a way to control scale of what's happening in these developments.
- Every town she ever worked in has height restrictions.

- Floor area ratio - .5 for a 10,000 square foot lot = a 5,000 square-foot building
- Regulations make it very easy to build a one-store box
- Recommending coverage regulations for business district except BA, height regulations in all districts and FAR in all business districts
- Setbacks and parking, and coverage regulate size
- Want to get vertical design – have generous FAR but restrict coverage

Rick Leif

- In Business A no maximum lot coverage
- Size of building is determined by FAR
- In Subcommittee meeting Judi recommended 1.25 and Mark Donahue recommended 3.0
- Why don't we try to get bigger multiple buildings?
- Don't have anything today
- How big of a building could you build with a 3.0?
- If someone bought multiple lots, they could build a building like the old town hall building across from it.
- Not as clear as you get to BB East and BB West
- Why is ratio less?
- The board did calculations with the FAR chart to understand the possible sizes of buildings
- Would be interested in people's input on this.

Judi Barrett

- In general, FAR is ratio of building area to lot area.
- Examples: FAR of .5 on a 10,000 sf lot = 5000 sf building; FAR of 1 on a 10,000 sf lot = 10,000 sf building; and 1.25 = 12,500 sf building
- You may want to keep the option of 3.0 for someone who gives sub-grade parking.

Overall Views of Planning Board:

George Pember - in favor of proposals to date

Rick Leif - in favor of proposals to date

Don Hewey – change in uses need to be accompanied by site plan changes and parking changes before he can agree to other changes.

Bob Rosenberg – would like to see affordable requirement in multi-family. Need to see site plan review changes.

Judi Barrett will continue work with subcommittee and be back before the Board on January 16th.

Adjournment: Mr. Hewey moved to adjourn the meeting, Mr. Pember seconded the motion and the vote was unanimous. The meeting adjourned at 10:30 pm.

Respectfully submitted,

Debbie Grampietro
Administrative Assistant, Planning Department